

**CLASS SPECIFICATION**

**Senior Affirmative Action/Diversity Analyst**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general supervision, performs a variety of professional, technical and analytical activities in support of the City’s Diversity Development/Affirmative Action programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

A Senior Affirmative Action/Diversity Analyst performs multi-faceted professional work for the City’s Diversity Development/Affirmative Action (DD/AA) program. Incumbents collaborate with the DD/AA team and City bureaus to create, implement and monitor programs designed to ensure fair and equitable treatment of all City employees and develop cultural competence within the City’s bureaus. Incumbents provide professional advice and counsel to City managers, supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. A Senior Affirmative Action/Diversity Analyst may provide lead direction to other professional and support staff.

Senior Affirmative Action/Diversity Analyst is distinguished from Senior Human Resources Analyst in that an incumbent in the former class performs work requiring more specialized professional knowledge in diversity development, affirmative action and managing related data.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Advises bureau managers and supervisors on DD/AA objectives and ensures compliance with rules, policies and procedures related to diversity development, affirmative action, Equal Employment Opportunity, veterans preference and the Americans with Disabilities Act; provides statistical consultation and data support to bureau directors, managers and elected officials in support of DD/AA objectives.
2. Gathers, researches, and analyzes data from a variety of sources for use in statistical calculations and reporting; plans and conducts organizational, analytical and technical statistical research studies and provides critical evaluation of findings; researches and reports on changes in Affirmative Action policy and practices and Equal Employment Opportunity (EEO) law; prepares quarterly and annual reports for City Bureaus and outside agencies; collects and prepares statistical information and reports in order to meet federal and state legal requirements and in support of grant funding; responds to requests

for statistical information and relevant data from bureau directors, managers, elected officials and other decision-making bodies; works with BHR staff to access and/or generate data required for regular EEO reporting and monitoring; for planning of annual budgets, performance measurement, annual business report and other reports as needed.

3. Assists DD/AA Manager with coordination, monitoring and support of the Affirmative Action Plan and Diversity Development Strategic Initiative; assists in promoting and monitoring adherence to Equal Employment Opportunity Law and the City's Affirmative Action Plan; acts as a resource to bureau managers, EEO representatives and City employees regarding EEO law and Affirmative Action policy and programs; provides consultation and assistance to bureau managers and EEO representatives to monitor bureau compliance with applicable local, state and federal EEO laws, regulations and guidelines; provides consultation and assists bureau managers and representatives with applicable policy, guidelines, and processes in the development, implementation and monitoring of Affirmative Action plans and programs; assists in establishing the City's workforce placement and development objectives and methods for accomplishing those objectives; provides consultation and clarification to bureau managers and employees related to City rules and EEO civil rights laws.
4. Assists with coordination and administration of EEO investigations; investigates complaints and recommends approaches and resolution regarding EEO issues; explains established protocols for conducting EEO investigations to managers and employees; schedules, conducts and documents investigatory interviews; reviews transcripts of EEO investigations and makes recommendations to BHR Assistant Director; provides written report of investigatory findings; coordinates disposition of final documents and decisions rendered
5. Coordinates, delivers, and/or assists with the delivery of training events and classes related to cultural competence, diversity development and other related topics; prepares materials for trainings, including assisting DD/AA Manager in development of lesson plans, manuals and workbooks; monitors participation and completion of required training programs; participates in the planning, development and implementation of diversity conferences and special cultural events.
6. Analyzes adverse impact of examinations; determines ways to reduce or eliminate adverse effect; works with bureaus to develop recruitment strategies to attract female and minority candidates; prepares affirmative action compliance strategy documents that provide direction to bureau staff on recruitment and selection activities, goal preparation and monitoring results; researches, prepares and publishes bureau affirmative action compliance strategies and evaluates their effectiveness by tracking bureau affirmative action efforts.

#### **OTHER DUTIES**

1. Designs and maintains program and bureau websites.
2. Prepares ordinances and contracts
3. Participates in community outreach.
4. Participates on City interview panels.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles, practices and techniques of public personnel administration, including the application of EEO law and concepts of inclusion to recruitment, testing and selection, and of affirmative action plan implementation.
2. Administrative principles and planning methods, including affirmative action goal setting, program development, implementation and monitoring.
3. Federal, state and local laws, regulations and court decisions applicable to the administration of human resource programs and employee relations practices as they relate to EEO law and affirmative action, policy and programs.
4. Principles and practices of public administration, including reporting and maintenance of public records.
5. Research methods and data analysis and data management techniques.
6. Trends and best practices in human resources/diversity and inclusion program development.
7. City functions and operations and associated human resource diversity management issues.
8. Principles and practices of effective business communication.
9. Operation of standard business computer software.
10. City human resources policies and labor contract provisions.

### **Ability to:**

1. Design, implement and utilize data collection, analysis and reporting procedures.
2. Identify and analyze problems, evaluate alternatives and make appropriate recommendations based on relevant data.
3. Understand, interpret, explain, and apply the City's Human Resources rules, regulations, policies and procedures and applicable local, state and federal EEO legislation and regulations.
4. Exercise independent judgment and initiative within established guidelines.
5. Present proposals and recommendations clearly and logically.

6. Represent the City effectively in working with employees and employee organization representatives on a variety of human resources issues.
7. Communicate effectively.
8. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
9. Maintain and protect confidential and sensitive information.
10. Exercise tact and diplomacy in working with sensitive, complex and confidential human resource issues and employee situations.
11. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, employee organizations, community organizations, compliance review agencies and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least three years of progressively responsible human resource management experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 02-26-11